



**Minutes**  
**Board of Directors' Meeting**  
**Tuesday, April 21, 2020**  
*Held Remotely by Web Meeting*  
Approved May 21, 2020

**Present:**

*Board Members:* Kaley Laleker, Maryland Department of the Environment, President; Robert Isner, Connecticut Department of Energy & Environmental Protection, Vice President; Rick Watson, Delaware Solid Waste Authority, Treasurer; Megan Pryor, Maine Department of Environmental Protection; Brooke Nash, Massachusetts Department of Environmental Protection; Mike Nork, New Hampshire Department of Environmental Services; Terry Laibach, New York Department of Environmental Conservation; Jared Rhodes, Rhode Island Resource Recovery Corporation; Josh Kelly, Vermont Department of Environmental Conservation; Chip Foley, Ex Officio; and Chaz Miller, Ex Officio

*Non-Board Members:* Al Fralinger, Delaware River and Bay Authority; Erin Jensen, New Jersey Department of Environmental Protection; Debra Darby, Organix Solutions; Lynn Rubinstein, NERC Executive Director, Secretary to the Board; Mary Ann Remolador, NERC Assistant Director; Robert Kropp NERC Office Manager/Bookkeeper.

Kaley Laleker, President of the Board, called the meeting to order at 1 p.m.

**Future conferences**

There was a discussion regarding whether to switch from two conferences to one conference per year. Given the uncertainties resulting from the COVID pandemic, it was agreed to continue this conversation to the Board meeting in spring 2021.

**Treasurer's Report** was discussed and is [attached](#). A motion to approve was made by Mike Nork and seconded by Robert Isner. Vote unanimously in support.

**Election of Officers FY21**

A motion to approve the proposed slate, below, was made by Brooke Nash and seconded by Jared Rhodes.

- Robert Isner, President
- Josh Kelly, Vice President
- Rick Watson, Treasurer

Vote unanimously in support.

## **Review of Vote Taken since Previous Board meeting**

Brooke Nash moved the approval of the vote taken since the previous Board meeting and Rick Watson seconded the motion. Passed unanimously. [See attached](#).

## **Organizational updates**

### *Annual Priorities Surveys*

Lynn Rubinstein summarized the results of the priority surveys for inclusion in the FY 2021 Operating Plan.

Board priorities:

- Recycling market development for mixed paper, mixed plastic, and glass
- EPR for packaging
- Food waste management

The Advisory Members also highlighted market development, EPR, and organics for priority attention.

It was agreed that while the pandemic was not included in the surveys (due to timing), attention to COVID and the impact on the recycling industry should be among NERC's priorities in FY 2021.

### *FY 2021 Operating Plan and Budget*

Lynn reviewed the process for developing the Operating Plan and budget, and noted the unusual circumstances around budgeting. These include holding only one conference instead of two due to the postponed of the Spring 2020 conference to the fall, significant conference revenues for that event having already been received in this fiscal year, and the unknown impact on the ability of states to pay membership dues and to attend conferences.

### *Environmental Leadership Award program*

Per the discussion at the fall Board meeting, the timeline for this program has been moved up, with applications due August 14. Promotion will begin with the May 1<sup>st</sup> Email Bulletin. Volunteers have come forward to serve on the committee.

### *Advisory Member Activity*

Advisory Membership remains strong and growing.

## **Joint Strategic Action Plan with NEWMOA:**

Status Report about Joint Initiative was discussed. [See attached](#). An annual report and work plan for FY 2021 will be developed.

## **Proposed Regional USCC Chapter**

Debra Darby, Organix Solutions, joined Lynn Rubinstein in providing an update. Lynn and Debra had several calls with USCC, and provided them with follow-up documentation. At this time, while no commitment has been made by USCC to authorize the development of a regional chapter, indications are that they will. Their hesitation appears to be primarily based on the need to address internal membership database systems and protocols.

## **Committee Updates:**

- Regional Recycling Market Development Committee – Chaz Miller, Committee Chair, provided an update on Committee activities and market impacts resulting from the pandemic.

- Glass Committee – Mary Ann Remolador, staff to the Committee, presented a request that the Board authorize the Committee to develop model legislation requiring minimum recycled content in glass containers sold into the region. It was stressed that seeking to engage the glass container manufacturer industry in the effort is of great importance, and should be one of the first steps.

Josh Kelly moved that the Glass Committee to authorized to use a collaborative process, including the glass industry, to develop model legislation that requires a minimum amount (not defined) of post-consumer recycled content in glass containers sold into a state. Brooke Nash seconded the motion, which passed unanimously.

**Staff Updates** were presented to the Board. See attached.

#### **Other**

##### **EPA CPG Comments**

It was agreed that NERC would develop comments for submission to EPA regarding products and criteria for federal procurement of products with recycled content.

**Meeting adjourned** at 3:35 p.m.

**Treasurer's Report**  
**April 21, 2020**  
**Period Covered: July 1, 2019 – March 31, 2020**

*Background*

NERC's finances are recorded on an accrual basis. This means, for example, that when an invoice is sent out requesting payment (e.g., typically a membership dues invoice) it is reflected as revenue. When presenting an overall financial picture of the organization, this can be somewhat misleading, as we do not know if payments will be received. Because of this, the attached financial document includes columns for both "accrued to date" and "cash to date". In the case of revenue, the accrued to date reflects both unpaid invoices and payments to NERC. And in the case of expenses, the accrued to date reflects both outstanding invoices that NERC has received but has not yet paid, and payments on vendor invoices from that fiscal year. We pay invoices on a monthly basis, usually in the middle of the month.

Another feature of NERC's finances that is important to understand when looking at the attached spreadsheet is that NERC has three key program areas that have separate financial accounting: NERC; the Electronics Recycling Coordination Clearinghouse (ERCC); and the Toxics in Packaging Clearinghouse (TPCH). ERCC and TPCH have separate budgets and bank accounts, and all financial transactions are recorded separately. However, as they are NERC programs and the total financial activity is reflected in our annual audit, the attached document includes the separate key program areas, as well as a combined accounting.

*Overview*

This financial information below reflects the period of July 1, 2019 – March 31, 2020. NERC's fiscal year is July 1 – June 30, so this report captures 75% of the fiscal year.

In the following pages there is budget information for each of the three key program areas (NERC, ERCC, and TPCH), followed by a combined set of financials.

## NERC Only

**Revenue:** We are on track for the fiscal year to date, having received 77% of the budgeted revenues (cash).

**Expenses:** NERC expenses are 75% for cash, and accrued and 76% for accrued. The significant discrepancies are discussed below.

Bank service charges are the credit card transaction fees that we are charged when we receive payment or issue refunds by credit card. The vast majority of these costs arise in conjunction with conferences and workshops. We are also seeing an increase in the number of Advisory Members paying by credit card.

Gifts and awards. This is a 90% because all anticipated awards and gifts have been issued (Environmental Leadership Award program, Distinguished Benefactor awards, and State Electronics Challenge awards)

Internet is running high due to the increased number of webinars that NERC has been offering, as well as additional publicity around cancelled and postponed events. We will be over budget this fiscal year.

Professional Services are primarily for the cost for the annual audit and tax preparation. It also includes graphic design for the conference. These are done for the fiscal year.

Program meeting expenses. From one perspective, these expenses are high since the usual major expense for the spring is the cost of putting-on the conference. Since that didn't happened, other costs have been incurred that have taken us over budget.

- *Conference:* As for most events, we have contracts with the venue that includes penalties for cancellations. Since we cancelled the Spring Conference, we had to pay the venue approximately \$15,000. Because we have rescheduled for the same location this calendar year, they will credit us back with 75% of that payment towards expenses incurred this fall. In summary, we will have "lost" about \$3,600 due to the cancellation/postponement.
- *Glass Forum:* Was scheduled for early June and we had paid a deposit of \$5,600 to hold the venue. Fortunately, we were able to cancel that early enough so that we are entitled to 100% refund of the deposit. We are hopeful that we will receive that before the end of the fiscal year.

In addition, when the FY2020 budget was constructed, we did not anticipate the Glass Forum, and thus all expenses associated with that are on top of what we had planned.

- *Using Recycled Content in Road and Infrastructure Workshop:* This was postponed to November. No venue costs have been incurred.

Promotion & Marketing includes the purchase of an email list for the fall conference. It was an experiment that was not a success, so we will not be repeating it.

Registrations is high because the Executive Committee approved an unanticipated expense; allowing for Lynn Rubinstein to take an online semester-long certificate course on Sustainable Businesses. That was completed last fall.

Telephone is high because of one-time costs associated with switching to a VOIP system.

*Conclusion*

We are doing well at the conclusion of the third quarter, with net cash receipts in excess of \$60,000.

We have healthy reserves in excess of the industry standard of a minimum of 6 months of operating expense (which would be approximately \$325,000 for NERC's expenses).

**NERC Bank Balances**

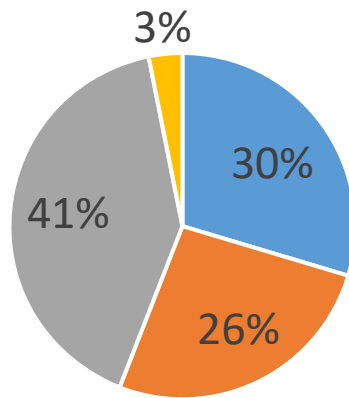
July 1, 2019	\$628,145	
March 31, 2020	\$723,255	
Net FY20	\$95,100	
Restricted balance	\$165,097	23%
Unrestricted balance	\$558,158	77%

Restricted funds include state travel accounts, the State Electronics Challenge, and the balance of a Connecticut SEP that was established many years ago dedicated to reuse.

July 1, 2019 – March 31, 2020	NERC Only						
	BUDGET	Accrued to date	Accrued % of budget to date	Cash to date	Cash % of budget to date	FY19 <sup>1</sup>	FY18
<b>Revenue</b>							
Conference Sponsorship	\$40,000	\$28,000	70%	\$23,000	58%	\$51,600	\$22,000
Grants/Consulting	\$154,102	\$106,986	69%	\$97,733	63%	\$140,870	\$131,211
Interest	\$3,000	\$4,709	157%	\$5,206	174%	\$1,725	\$764
State Membership Dues	\$84,465	\$75,000	89%	\$59,500	70%	\$44,432	\$22,060
Advisory Member Dues	\$122,500	\$99,650	81%	\$92,750	76%	\$73,550	\$58,995
Registrations	\$75,000	\$90,063	120%	\$87,138	116%	\$70,020	\$37,775
State Travel Accounts	\$5,500	\$6,000	109%	\$4,000	73%	\$4,000	\$0
Reimbursed Expenses	\$1,000	\$1,817	182%	\$2,450	245%	\$1,395	\$10
<b>Total Revenues</b>	<b>\$485,567</b>	<b>\$412,225</b>	<b>85%</b>	<b>\$371,777</b>	<b>77%</b>	<b>\$387,592</b>	<b>\$272,816</b>
Released from Cash Reserves	\$0	\$0	0%	\$0	0%	\$0	\$0
<b>Total</b>	<b>\$485,567</b>	<b>\$412,225</b>	<b>85%</b>	<b>\$371,777</b>	<b>77%</b>	<b>\$387,592</b>	<b>\$272,816</b>
<b>Expenses</b>							
Advertising	\$500	\$0	0%	\$0	0%	\$0	\$0
Bank Service Charges	\$5,500	\$3,805	69%	\$3,805	69%	\$3,645	\$2,815
Contractors	\$26,500	\$10,502	40%	\$10,502	40%	\$2,130	\$2,065
Equipment Purchases	\$3,000	\$2,034	68%	\$2,034	68%	\$278	\$1,233
Equipment Repairs	\$1,200	\$816	68%	\$816	68%	\$655	\$583
Gifts & Awards Given	\$2,550	\$2,292	90%	\$2,295	90%	\$1,276	\$2,865
Insurance	\$5,200	\$1,583	30%	\$1,583	30%	\$1,532	\$790
Internet	\$1,680	\$1,487	89%	\$1,487	89%	\$1,565	\$1,192
Office Supplies	\$1,000	\$489	49%	\$489	49%	\$887	\$784
Permits	\$1,650	\$963	58%	\$951	58%	\$1,390	\$1,056
Personnel expenses	\$267,433	\$201,987	76%	\$201,987	76%	\$233,284	\$206,416
Postage	\$150	\$82	55%	\$23	15%	\$148	\$141
Printing (copying)	\$900	\$287	32%	\$233	26%	\$170	\$430
Professional Services	\$11,976	\$11,726	98%	\$10,726	90%	\$9,986	\$22,086
Promotion & Marketing	\$1,500	\$1,625	108%	\$1,625	108%	\$1,000	\$800
Program - Meeting Expenses	\$35,000	\$38,473	110%	\$38,473	110%	\$29,782	\$21,695
Registrations	\$3,450	\$4,319	125%	\$4,319	125%	\$704	\$1,929
Rent	\$13,260	\$10,291	78%	\$10,291	78%	\$8,898	\$8,761
State Travel Costs	\$5,500	\$4,186	76%	\$4,186	76%	\$2,861	\$1,321
Subscriptions	\$4,026	\$2,638	66%	\$2,388	59%	\$3,052	\$2,964
Telephone	\$2,400	\$2,294	96%	\$2,046	85%	\$2,341	\$2,353
Travel	\$21,150	\$14,072	67%	\$10,710	51%	\$20,063	\$18,895
<b>Total Expenses</b>	<b>\$415,525</b>	<b>\$315,952</b>	<b>76%</b>	<b>\$310,971</b>	<b>75%</b>	<b>\$325,647</b>	<b>\$301,173</b>
<b>Net Subtotal</b>	<b>\$70,042</b>	<b>\$96,272</b>	<b>137%</b>	<b>\$60,806</b>	<b>87%</b>	<b>\$61,945</b>	<b>-\$28,358</b>
Released from Restricted	\$15,557	\$13,044	84%	\$2,534	16%	\$37,940	\$7,103
<b>NET for fiscal year</b>	<b>\$85,599</b>	<b>\$109,316</b>	<b>128%</b>	<b>\$63,340</b>	<b>74%</b>	<b>\$99,885</b>	<b>-\$21,255</b>

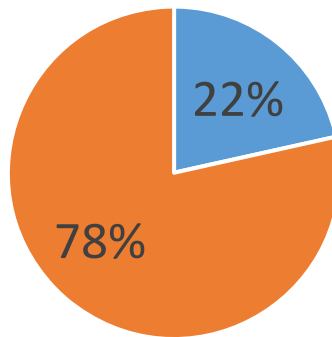
<sup>1</sup> FY19 and FY18 figures, throughout this document, February 22, 2019, and February 28, 2018.

### NERC Only Revenue FY20 - Cash



■ Conference ■ Grants/Consulting ■ Dues ■ Other

### NERC Only Expenses FY 20 - Cash

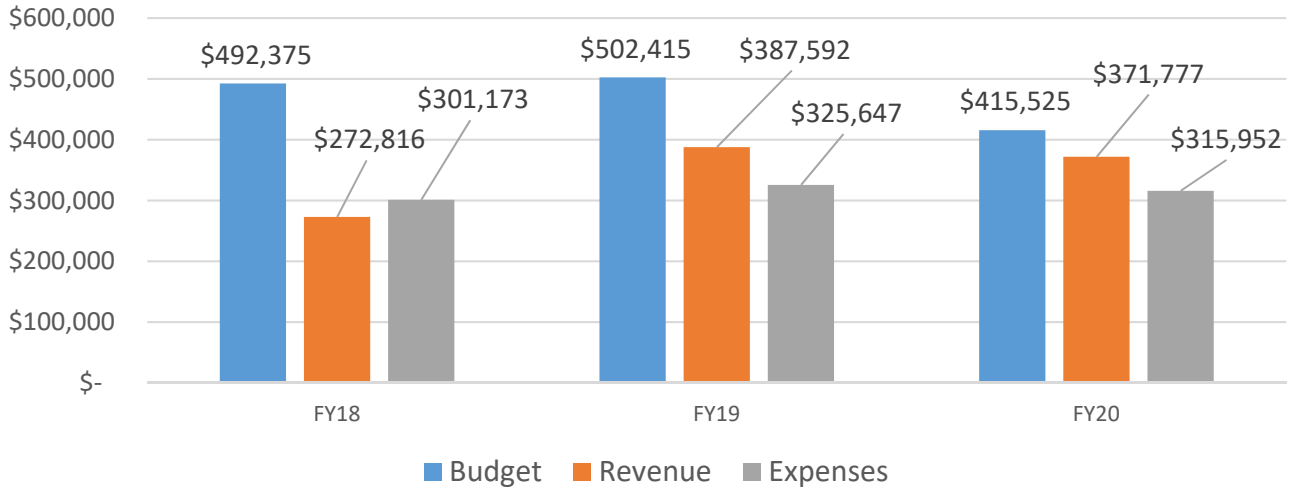


■ Administration ■ Program

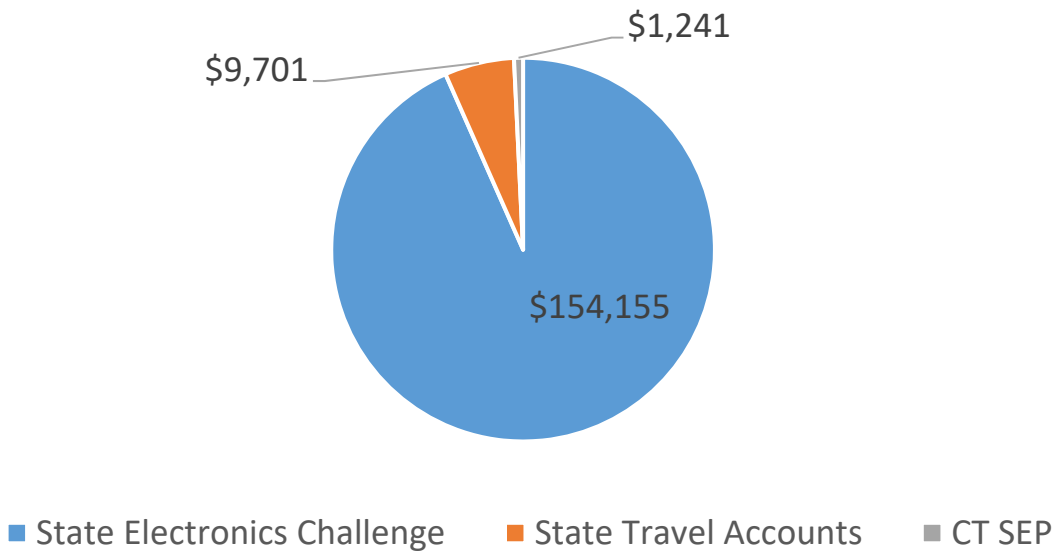
Note: Personnel costs are allocated between administration and program activities.



### Budget to Actual (Accrued) - March 31, 2020 - FY 18 - 20



### NERC Restricted Accounts Balances – March 31, 2020



## Electronics Recycling Coordination Clearinghouse (ERCC) Only

### Revenue

ERCC continues to do well and to add new Advisory members. The ERCC programs reflect skewed cash flows and billing cycles, and that is reflected in the budget overview presented below.

*Interest* payments are much more than projected due to improved rates offered by the bank.

### Expenses

Total expenses to date (cash) are at 76%, exactly in line with the end of the third quarter.

*Bank Service Charges* are high due to increased credit payments by members.

*Contractors* is almost entirely the website developer. It is expected that it will stay within budget, or close to it, by the end of the fiscal year.

*Program – Meeting Expenses* are well beyond the budgeted amount, due to unanticipated changes in the way the Escrap Conference assigns costs, and increased numbers of participants. We did receive \$3,500 in revenues to offset these expenses, however.

*Subscriptions* - This was budgeted as zero. An unanticipated expense for a Survey Monkey subscription was incurred.

*Telephone* is high because the annual cost to purchase a phone card for the member meeting increased.

### Conclusion

ERCC remains a vibrant program with a great deal of support and engagement from both state and non-state members.

### ERCC Bank Balances

July 1, 2019	\$156,719.69
March 31, 2020	\$146,646.53
Net FY20	-\$10,073.16

The negative figure is a reflection of the annual payment to one of the market share companies that is paid in the first quarter (~\$85,000). We anticipate additional revenues this quarter and expect to be in the black by the end of the fiscal year.

July 1, 2019 – March 31, 2020	ERCC Only						
	BUDGET	Accrued to date	Accrued % of budget to date	Cash to date	Cash % of budget to date	FY19	FY18
<b>Revenue</b>							
Conference Sponsorship	\$4,000	\$3,000	75%	\$3,000	75%	\$4,000	\$500
Grants/Consulting	\$191,750	\$68,683	36%	\$124,893	65%	\$90,624	\$118,085
Interest	\$370	\$471	127%	\$471	127%	\$243	\$302
State Member Dues	\$74,000	\$44,500	60%	\$44,750	60%	\$33,263	\$20,750
Advisory Member Dues	\$76,000	\$49,500	65%	\$86,750	114%	\$39,750	\$46,750
Registrations	\$0	\$700	0%	\$3,700	0%		\$0
State Travel Accounts	\$0	\$1,000	0%	\$0	0%	\$500	\$0
Reimbursed Expenses	\$0	\$0	0%	\$0	0%		\$0
<b>Total</b>	<b>\$346,120</b>	<b>\$167,854</b>	<b>48%</b>	<b>\$263,564</b>	<b>76%</b>	<b>\$168,380</b>	<b>\$186,387</b>
<b>Expenses</b>							
Advertising	\$0	\$0	0%	\$0	\$0	\$0	\$0
Bank Service Charges	\$800	\$953	119%	\$953	119%	\$346	\$522
Contractors	\$20,000	\$18,381	92%	\$18,381	92%	\$33,725	\$23,790
Equipment Purchases	\$0	\$0	0%	\$0	0%	\$0	\$0
Equipment Repairs	\$0	\$0	0%	\$0	0%	\$0	\$0
Gifts & Awards Given	\$0	\$0	0%	\$0	0%	\$0	\$0
Insurance	\$0	\$0	0%	\$0	0%	\$0	\$0
Internet	\$0	\$0	0%	\$0	0%	\$0	\$0
Office Supplies	\$0	\$0	0%	\$0	0%	\$0	\$0
Permits	\$1,000	\$61	6%	\$12	1%	\$847	\$61
Personnel expenses	\$0	\$0	0%	\$0	0%	\$0	\$0
Postage	\$10	\$1	10%	\$1	10%	\$9	\$26
Printing (copying)	\$10	\$0	0%	\$0	0%	\$2	\$0
Professional Services	\$293,000	\$220,666	75%	\$220,666	75%	\$248,678	\$229,190
Promotion & Marketing	\$0	\$0	0%	\$0	0%	\$0	\$0
Program - Meeting Expenses	\$7,000	\$11,086	158%	\$11,086	158%	\$6,499	\$3,823
Registrations	\$0	\$0	0%	\$1,065	0%	\$0	\$0
Rent	\$0	\$0	0%	\$0	0%	\$0	\$0
State Travel Costs	\$0	\$569	0%	\$569	0%	\$3,302	\$0
Subscriptions	\$0	\$234	0%	\$234	0%	\$0	\$0
Telephone	\$10	\$19	190%	\$19	190%	\$0	\$0
Travel	\$9,000	\$5,305	59%	\$5,305	59%	\$5,019	\$10,465
<b>Total Expenses</b>	<b>\$330,830</b>	<b>\$257,275</b>	<b>78%</b>	<b>\$258,291</b>	<b>78%</b>	<b>\$298,427</b>	<b>\$267,877</b>
<b>Net Subtotal</b>	<b>\$15,290</b>	<b>-\$89,422</b>		<b>\$5,273</b>	<b>34%</b>	<b>-\$130,047</b>	<b>-\$81,490</b>
Release from Restricted	\$0	\$0		\$0	0%	\$2,582	0
<b>NET for fiscal year</b>	<b>\$15,290</b>	<b>-\$89,422</b>	<b>-585%</b>	<b>\$5,273</b>	<b>34%</b>	<b>-\$127,465</b>	<b>-\$81,490</b>

## Toxics in Packaging Clearinghouse (TPCH) Only

### Revenue

TPCH revenue to date (cash) is at 100% of the annual budget.

### Expenses

Expenses are slightly high, at 85% of cash. This is due to program meeting and travel, which take place in the second quarter.

### Conclusion

TPCH continues to have a strong cash reserve and to be financially healthy. It is aware that its restricted funds are close to expended and will take that into consideration when budgeting for FY 2021.

### TPCH Bank Balances

July 1, 2019	\$76,434	
March 31, 2020	\$77,635	
Net FY20	\$1,202	
Restricted balance	\$265	< 1%
Unrestricted balance	\$88,164	~ 100%

July 1, 2019 – March 31, 2020	TPCH						
	BUDGET	Accrued to date	Accrued % of budget to date	Cash to date	Cash % of budget to date	FY19	FY18
<b>Revenue</b>							
Conference Sponsorship	\$0	\$0	0%	\$0	0%	\$0	\$0
Grants/Consulting	\$0	\$0	0%	\$0	0%	\$0	\$0
Interest	\$50	\$60	121%	\$60	120%	\$45	\$52
State Membership Dues	\$27,000	\$35,000	130%	\$28,000	104%	\$26,000	\$17,000
Advisory Membership Dues	\$16,000	\$11,000	69%	\$15,000	94%	\$11,000	\$11,000
Registrations	\$0	\$0	0%	\$0	0%	\$0	\$0
State Travel Accounts	\$0	\$0	0%	\$0	0%	\$0	\$0
Reimbursed Expenses	\$0	\$0	0%	\$0	0%	\$0	\$0
<b>Total revenues</b>	<b>\$43,050</b>	<b>\$46,060</b>	<b>107%</b>	<b>\$43,060</b>	<b>100%</b>	<b>\$37,045</b>	<b>\$28,052</b>
Released from Cash Reserves	\$0	\$0	0%	\$0	0%	\$0	\$0
<b>Total</b>	<b>\$43,050</b>	<b>\$46,060</b>	<b>107%</b>	<b>\$43,060</b>	<b>100%</b>	<b>\$37,045</b>	<b>\$28,052</b>
<b>Expenses</b>							
Advertising	\$0	\$0	0%	\$0	0%	\$0	\$0
Bank Service Charges	\$0	\$0	0%	\$0	0%	\$0	\$0
Contractors	\$0	\$0	0%	\$50	0%	\$0	\$0
Equipment Purchases	\$0	\$0	0%	\$0	0%	\$0	\$0
Equipment Repairs	\$0	\$0	0%	\$0	0%	\$0	\$0
Gifts & Awards Given	\$0	\$0	0%	\$0	0%	\$0	\$0
Insurance	\$0	\$0	0%	\$0	0%	\$0	\$0
Internet	\$200	\$119	60%	\$119	60%	\$0	\$91
Office Supplies	\$0	\$0	0%	\$0	0%	\$0	\$0
Permits	\$0	\$0	0%	\$0	0%	\$0	\$0
Personnel expenses	\$29,295	\$24,326	83%	\$24,326	83%	\$23,223	\$18,663
Postage	\$100	\$74	74%	\$54	54%	\$72	\$34
Printing (copying)	\$100	\$145	145%	\$145	145%	\$31	\$55
Professional Services	\$10,000	\$7,500.00	75%	\$7,500.00	75%	\$7,500	\$5,000
Promotion & Marketing	\$0	\$0	0%	\$0	0%	\$0	\$0
Program - Meeting Expenses	\$1,000	\$0	0%	\$0	0%	\$254	\$226
Registrations	\$0	\$0	0%	\$0	0%	\$0	\$0
Rent	\$0	\$0	0%	\$0	0%	\$0	\$0
State Travel Costs	\$0	\$0	0%	\$0	0%	\$0	\$0
Subscriptions	\$250	\$250	100%	\$250	100%	\$250	\$250
Telephone	\$350	\$225	64%	\$229	65%	\$225	\$200
Travel	\$1,000	\$3,192	319%	\$3,193	319%	\$1,672	\$3,537
<b>Total Expenses</b>	<b>\$42,295</b>	<b>\$35,832</b>	<b>85%</b>	<b>\$35,866</b>	<b>85%</b>	<b>\$33,226</b>	<b>\$28,055</b>
<b>Net Subtotal</b>	<b>\$755</b>	<b>\$10,229</b>		<b>\$7,194</b>		<b>\$3,818</b>	<b>-\$3</b>
Release from Restricted	\$3,345	\$2,806	84%	\$0	0%	\$713	\$3,035
<b>NET for fiscal year</b>	<b>\$4,100</b>	<b>\$13,034</b>		<b>\$7,194</b>		<b>\$4,531</b>	<b>\$3,032</b>

### Combined Financials

July 1, 2019 – March 31, 2020	Combined (NERC, ERCC, & TPCH)		
	Budget	Total to date/ Accrued	% of Budget to date/Accrued
<b>Revenue</b>			
Conference Sponsorship	\$44,000	\$31,000	70%
Grants/Consulting	\$345,852	\$175,669	51%
Interest	\$3,420	\$5,240	153%
State Membership Dues	\$185,465	\$154,500	83%
Advisory Membership Dues	\$214,500	\$160,150	75%
Registrations	\$75,000	\$90,763	121%
State Travel Accounts	\$5,500	\$7,000	127%
Reimbursed Expenses	\$1,000	\$1,817	182%
<b>Total revenues</b>	<b>\$874,737</b>	<b>\$626,139</b>	<b>72%</b>
Release from Cash Reserves	\$0	\$0	0%
<b>Total</b>	<b>\$874,737</b>	<b>\$626,139</b>	<b>72%</b>
<b>Expenses</b>			
Advertising	\$500	\$0	0%
Bank Fees	\$6,300	\$4,758	76%
Contractors	\$46,500	\$28,883	62%
Equipment Purchases	\$3,000	\$2,034	68%
Equipment Repairs	\$1,200	\$816	68%
Gifts & Awards Given	\$2,550	\$2,292	90%
Insurance	\$5,200	\$1,583	30%
Internet	\$1,880	\$1,606	85%
Office Supplies	\$1,000	\$489	49%
Permits	\$2,650	\$1,024	39%
Personnel expenses	\$296,728	\$226,313	76%
Postage	\$260	\$157	61%
Printing (copying)	\$1,010	\$432	43%
Professional Services	\$314,976	\$239,892	76%
Promotion & Marketing	\$1,500	\$1,625	108%
Program - Meeting Expenses	\$43,000	\$49,559	115%
Registrations	\$3,450	\$4,319	125%
Rent	\$13,260	\$10,291	78%
State Travel Costs	\$5,500	\$4,755	86%
Subscriptions	\$4,276	\$3,122	73%
Telephone	\$2,760	\$2,538	92%
Travel	\$31,150	\$22,570	72%
<b>Total Expenses</b>	<b>\$788,650</b>	<b>\$609,060</b>	<b>77%</b>
<b>Net Subtotal</b>	<b>\$86,087</b>	<b>\$17,079</b>	
Release from Restricted	\$18,902	\$18,431	98%
<b>NET budget for fiscal year</b>	<b>\$104,989</b>	<b>\$35,511</b>	<b>34%</b>

**Vote Taken by NERC Board of Directors  
Between Board Meetings**

**October 30, 2019 – April 3, 2020**

**Vote on Board Minutes – October 30, 2019 & Post-Consumer Recycled Content Policy**  
Approved December 6, 2019



## **Status Report on Implementation of NERC-NEWMOA FY 2020 Joint Workplan**

Activities from September 30, 2019 – April 3, 2020

### ***TOPIC: Food Scraps Reduction, Recovery & Management***

NEWMOA is the lead:

- Support Joint Food Waste Workgroup
  - Held Workgroup call in November; prepared notes
- Plan webinars
  - Made plans for a webinar about food waste reduction and food waste recovery with presentations by ReFED and the Harvard Food Law and Policy Center for May 21, 2020. Have begun promoting.
- Other
  - In anticipation of a grant solicitation brie released by EPA Headquarters in April to promote the use of food waste in anaerobic digesters, we have been interviewing people and developing topics for a grant proposal.

### ***TOPIC: Recyclables Collection Strategies & Impacts on Manufacturing/End-users***

NERC is the lead:

- Staff Regional Recycling Markets Committee
  - Monthly calls, including preparing agenda and notes
  - Published updates on expansion of announced paper recycling capacity
  - Published report on expansion of announced plastic recycling capacity
  - Researched and published directory of businesses in the region using post-consumer recycled content
  - Continued quarterly MRF surveys, analyzed results, and published two reports.
  - Delivered talks by webinar about these resources and reports to:
    - Connecticut Solid Waste Advisory Committee (75 attendees)
    - Recycling Leaders (51 attendees)
    - Massachusetts Recycling Coordinators (100 attendees)
  - Published Email Bulletin articles and press releases about publications, as well as distributed on listservs.
  - Wrote an article for *Resource Recycling* about the post-consumer recycled content directory

### ***TOPIC: Increasing the Use of Recycled Content in Products***

NERC is the lead:

- Planned workshop for April 15 about using recycled content in road and infrastructure projects, topics:
  - Plastic corrugated drainage pipes with recycled content
  - Ground asphalt for roads
  - Use of crumb rubber in roads
  - Processed glass aggregate (PGA)
- Promoted, accepted registrations, made arrangements for event
- Cancelled/postponed due to Coronavirus. Rescheduled to November 17, 2020



- Researched and published directory of businesses in the region using post-consumer recycled content, and wrote article for *Resource Recycling* magazine.
- Held webinar on the use of compost in road and infrastructure projects (70 participants).
- Planning webinar on minimum recycled content requirements in early FY 2021.
- NERC adopted recycled content policy.

### ***TOPIC: EPR***

NEWMOA is the lead:

- Support Northeast EPR Network
  - Held conference calls in November and February; prepared notes. Scheduled call for May.
- Fact Sheet on EPR for packaging finalized and posted
  - Published Email Bulletin article, press release, and listserv announcements.
- Developed communication/outreach committee
  - Prepared draft FAQ document
- White Paper for EPR for packaging
  - Drafted paper and circulated to Network and others for review and comment; scheduled for posting in early April

### ***TOPIC: Climate Change & Impacts on the Recycling & Solid Waste Infrastructure***

NEWMOA is the lead:

- Support joint Workgroup and information sharing
  - Held call in February; prepared notes
  - Planning webinar on reuse cafes and “refood” cafes for early Fiscal Year 2021
- NEWMOA participates in West Coast Climate and Materials Management Forum monthly calls

### ***TOPIC: Waste Tires***

NERC is the lead:

- Wrote and researched directory of end-markets for waste tires in the Northeast
  - Published Email Bulletin article, press release, and listserv announcements

### ***TOPIC: Emerging Contaminants in the Solid Waste Stream***

NEWMOA is the lead:

- Planned PFAS Conference
  - NERC collaborated with NEWMOA on the Science of PFAS Conference to participate in the Planning Committee, help plan sessions, promote the Conference, and moderate a session.
  - Rescheduled to December due to Coronavirus.
- Contribute to NERC Conference
  - NEWMOA made a presentation at the Fall NERC Conference on PFAS compounds in food service ware and packaging.

### ***TOPIC: Bottle Bill Coordination***

- Support NYS DEC in holding conferences calls on state bottle bill programs

### ***TOPIC: Overall Coordination & Management***

- Lynn and Terri spoke numerous times to develop materials and plan activities; exchanged numerous emails.

**Staff Reports for April 2020 NERC Board of Directors Meeting  
Reporting Period: October 16, 2019 – April 2, 2020**

**Lynn Rubinstein Executive Director  
PROJECTS**

<b>Project/Activity Name</b>	<b>Activities</b>
<b>Electronics Recycling Coordination Clearinghouse (ERCC)</b>	<ul style="list-style-type: none"> <li>• Provided administrative and financial support, including invoicing</li> <li>• Participated in calls, including Executive Committee and voting members</li> </ul>
<b>Toxics in Packaging Clearinghouse (TPCH)</b>	<ul style="list-style-type: none"> <li>• Provided administrative support and financial operations</li> <li>• Provided quarterly Google analytics</li> </ul>
<b>State Electronics Challenge</b>	<ul style="list-style-type: none"> <li>• Obtained annual reports from 28 partners, calculated and produced individualized sustainability reports and distributed</li> <li>• Received 14 award applications, reviewed, ordered awards, wrote 3 press releases on behalf of winners</li> <li>• Continue to receive inquiries about program and respond</li> <li>• Comprehensive update of reporting components of website</li> </ul>
<b>Sustainable Electronics Recycling Initiative (SERI)</b>	Serve on Board and as Board representative to Technical Advisory Committee (TAC). This is a volunteer position.
<b>Email Bulletin</b>	<ul style="list-style-type: none"> <li>• Edit and post each edition, including writing articles and producing E-Blast</li> <li>• Maintain subscription database. Current list-4,650 increase of 12%.</li> </ul>
<b>Blog</b>	<ul style="list-style-type: none"> <li>• Identifying, securing permission for, and publishing weekly blogs</li> </ul>
<b>Vermont State Standard Plan for E-Waste</b>	<ul style="list-style-type: none"> <li>• Participated on calls and meetings with VT ANR &amp; NCER.</li> <li>• Answered questions from public and VT ANR</li> <li>• Prepare monthly invoices to NCER</li> <li>• Conducted witnessed waste sort and compliance audit with one recycler and submitted documentation to state.</li> </ul>
<b>Joint Initiative with NEWMOA</b>	<ul style="list-style-type: none"> <li>• See separate status report.</li> </ul>
<b>RecycleCT Foundation Fiscal Agent</b>	<ul style="list-style-type: none"> <li>• Provide monthly and quarterly financial information</li> <li>• Participate in occasional Board meetings</li> <li>• Contract ends November 2020.</li> <li>• Prepare and submit annual reporting document/registration renewals to state of Connecticut</li> </ul>
<b>Government Recycling Demand Champions Program</b>	<ul style="list-style-type: none"> <li>• New project supported by APR to promote purchasing of products with plastic post-consumer (PCR) content by government entities. NERC is the lead organization.</li> <li>• Conducted research into products and manufacturers</li> <li>• Held webinar November 18, about the use of PCR in plastic drainage pipes (70 attendees).</li> <li>• Developed fact sheets,</li> <li>• Attended meeting of Plastic Pipe Institute (PPI)</li> <li>• Wrote and distributed press release about new program, as well as two Email Bulletin articles</li> </ul>

<b>National Recycling Coalition</b>	<ul style="list-style-type: none"> <li>• Member of the Board of Directors</li> <li>• Participate in monthly Board calls.</li> <li>• Participate on recycling market development, membership, and bylaw committees (serve as Chair).</li> </ul>
<b>Spring &amp; Fall '20, Spring '21 Conferences, Glass Forum, Recycling Market Development Workshop Fall 2020</b>	<ul style="list-style-type: none"> <li>• Assisted with logistics, contracts, and planning for events</li> <li>• Worked with Executive Committee to develop Board meeting agenda for Fall 2019 and Spring 2020</li> <li>• Discussing a joint recycling market development event with the Pennsylvania Recycling Market Center and SERDC</li> </ul>
<b>USCC Regional Chapter</b>	<ul style="list-style-type: none"> <li>• Per the direction of the Board, have been doing research and outreach about the formation of a regional USCC Chapter.</li> </ul>
<b>Annual Environmental Leadership Awards</b>	<ul style="list-style-type: none"> <li>• Decision made to adjust annual schedule, moving up the date for promoting and accepting applications</li> </ul>
<b>Regional Recycling Markets Committee</b>	<ul style="list-style-type: none"> <li>• See NERC-NEWMOA Joint initiative status report.</li> </ul>
<b>USDA Community Composting Grant</b>	<ul style="list-style-type: none"> <li>• Assumed lead for this project</li> <li>• Hired part-time, temporary staff member to assist with project</li> <li>• Supporting contractor efforts</li> <li>• Submitting quarterly reports and documentation to USDA</li> <li>• Project ends September 30, 2020</li> </ul>
<b>Project Oversight</b>	<ul style="list-style-type: none"> <li>• Ongoing oversight &amp; guidance for all grants &amp; projects, including review of significant deliverables.</li> </ul>

#### MANAGEMENT RESPONSIBILITIES

Topic	Activities
<b>Fundraising</b>	<ul style="list-style-type: none"> <li>• Assisted with securing sponsorships for conferences</li> <li>• Applied for and received grant from EPA Region 3 to expand the Blended MRF Value Study to include West Virginia and Virginia, as well as broaden number of participating MRFs in existing participant states</li> <li>• Sought new Advisory Members, maintained relations with members, managed renewals and invoicing, maintain Advisory Member page and logos on website</li> <li>• Membership activity – New: 2 Sustaining Member and 1 Supporting Member; Renewals: 2 Distinguished Benefactors, 8 Sustaining Members, 13 Supporting Members</li> </ul>
<b>Financial</b>	<ul style="list-style-type: none"> <li>• Quarterly and monthly financial reviews, monthly and quarterly warrants</li> <li>• Began development of FY 2021 budget.</li> <li>• Review monthly NERC warrants, and quarterly ERCC &amp; TPCH warrants, ongoing financial transaction reviews, and budget management</li> <li>• Submitted state annual filings for Connecticut, Maine, Maryland, Massachusetts, New Hampshire, and New Jersey</li> </ul>
<b>Personnel</b>	<ul style="list-style-type: none"> <li>• Weekly meetings with each full-time staff person and monthly staff meeting</li> <li>• Ongoing personnel management and supervision</li> </ul>
<b>NERC Visibility</b>	<ul style="list-style-type: none"> <li>• Answering questions/interviews from academics, press, public and members</li> <li>• Wrote and distributed 10 press releases</li> <li>• Wrote article for Resource Recycling magazine</li> <li>• Webinar presentations</li> </ul>

	<ul style="list-style-type: none"> <li>○ Massachusetts Northeast Municipal Recycling Council (100 attendees)</li> <li>○ Connecticut Solid Waste Advisory Committee (75 attendees)</li> <li>○ Recycling Leaders (51 attendees)</li> </ul>
<b>Secretary to the Board</b>	<ul style="list-style-type: none"> <li>• Finalized October minutes, distributed for review and vote, posted on website</li> <li>• Organized April 2020 Board meeting</li> <li>• Organized and participated in 6 Executive Committee calls and recorded notes</li> <li>• Prepared documents for Spring Board meeting</li> <li>• Distributed FY 21 priorities survey to Board members and Advisory Members</li> <li>• Began drafting FY21 operating plan</li> <li>• Completed Annual Report and posted on website</li> </ul>
<b>Websites</b>	<ul style="list-style-type: none"> <li>• Ongoing website posting &amp; maintenance (NERC &amp; SEC)</li> <li>• Wrote and posted new documents: <ul style="list-style-type: none"> <li>○ <i>Extended Producer Responsibility for Packaging and Paper Products: The Basics</i></li> <li>○ Blended Commodity Values in the Northeast - November 2019</li> <li>○ Blended Commodity Values in the Northeast – February 2020</li> </ul> </li> <li>• Provided priority updates to Nonprofit Megaphone for NERC’s Google Ad Grant (September 2019 – March January) total click through’s 48,000, average click through’s<sup>2</sup> more than 12%, an average of \$22,000/month in funds used</li> <li>• Quarterly Google analytics for NERC, SEC &amp; TPCH - July 1 – December 31, 2019: <ul style="list-style-type: none"> <li>○ NERC: average number of sessions/month = 11,360 – 20% increase from previous period (ending September 30)</li> <li>○ TPCH: average number of sessions/month = 2,702 – 19% increase from previous period (ending September 30)</li> <li>○ SEC: average number of sessions/month = 89 – 40% increase from previous period (ending September 30)</li> </ul> </li> </ul>

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<sup>2</sup> The percentage of people who click on your ads after they see them.

**Mary Ann Remolador, Assistant Director**

***Fall 2019 Conference***

- Provided session facilitators with speaker bios.
- Provided scripts for opening remarks to Lynn, NERC’s President and Vice-president.
- Responded to other speaker and session facilitator last-minute needs.
- Maintained communication with the hotel for all arrangements.
  - Provided counts for meals and attendance.
  - Informed hotel about special meals and attendee allergies.
  - Finalized plans for room set-ups.
- Supervised the hotel services, including AV, for the Conference.
- Managed all event details.
- Updated all Conference-related webpages.
- Posted all speaker presentations and the agenda to the Conference/Workshop Archives webpage.
- Wrote thank you letters to speakers, sponsors, and exhibitors.
- Sent the evaluation to all attendees and summarized the results.
- Wrote Email Bulletin Articles and press release.
- Updated NERC Conferences and Workshops spreadsheet.

***Spring 2020 Conference***

- **Agenda Planning**
  - Developed Conference theme with input from NERC’s Board, Advisory Members, and staff.
  - Invited Board and Advisory members to participate on the Agenda Planning Committee.
  - Facilitated several conference calls with the Agenda Planning Committee to identify the sessions, speakers, define the session formats, and the Conference title.
  - Broadcasted a Call for Papers to identify potential speakers.
  - Secured Conference speakers—29 speakers and eight sessions.
  - Prepped speakers and facilitators.
  - Revised the Conference title to avoid duplication with NRRA’s Conference title.
- **Working with Hotel**
  - Identified Connecticut as the location for the Conference.
  - Maintained list of other event dates and finalized NERC’s Conference dates with the Hotel.
  - Negotiated hotel contract details.
- **Sponsors/Exhibitors**
  - Secured sponsors.
  - *Secured exhibitors.*
- **Promotion**
  - Worked with graphics artist to develop the Conference ads.
  - Secured free ad space from Resource Recycling, Recycling Today, and Waste Advantage (in-kind sponsors).
  - Wrote and distributed Conference press release.
  - Wrote Email Bulletin articles.
- **Postponement**

**Conferences**

	<ul style="list-style-type: none"> <li>○ Made the decision to postpone the Conference until the fall due to COVID-19.</li> <li>○ Re-negotiated the Hotel cancellation fees to minimize loss (75% of cancellation fees will be applied to our Fall event).</li> <li>○ Identified the Fall Conference dates with the hotel (October 20 – 21)</li> <li>○ Announced the Conference postponement and new dates to Conference registrants, the public, and the press.</li> <li>○ Updated the Conference webpages.</li> </ul>
	<p><b><i>Spring 2021 Conference</i></b></p> <ul style="list-style-type: none"> <li>• <b><i>Location Selection</i></b> <ul style="list-style-type: none"> <li>○ <i>Identified Manchester, New Hampshire as the Spring Conference venue.</i></li> </ul> </li> <li>• <b><i>Working with Hotel</i></b> <ul style="list-style-type: none"> <li>○ <i>Conducted site visits of green hotels in Manchester, New Hampshire.</i></li> <li>○ <i>Selected the Doubletree by Hilton as the facility for the Spring Conference.</i></li> <li>○ <i>Researched other event dates and presently working to finalize NERC’s Conference dates.</i></li> </ul> </li> </ul>
<b>Glass Recycling Market Development</b>	<p><b>NERC’s Glass Committee</b></p> <ul style="list-style-type: none"> <li>• Worked with the Committee chair to develop agenda for six calls, and jointly facilitated the calls.</li> <li>• Wrote the call minutes and posted them and the agendas to the Committee Dropbox folder.</li> <li>• Facilitated three calls of the Glass Market Development Sub-committee.</li> <li>• Worked with the Glass Committee to complete a survey of MRFs to better understand the cost of taking and processing glass at their facilities.</li> <li>• Wrote and distributed a press release about the two new resources by the Committee—the Glass Recovery Hierarchy and Glass Bottle &amp; Fiberglass Manufacturers’ Use of Cullet.</li> <li>• Wrote Email Bulletin articles.</li> </ul>
	<p><b>Glass Recycling Coalition (GRF)</b></p> <ul style="list-style-type: none"> <li>• Served on the GRF Board.</li> <li>• Participated in monthly membership calls.</li> </ul>
<b>Webinar Series</b>	<ul style="list-style-type: none"> <li>• Planned and facilitated the last two webinars in the Packaging EPR Webinar series, planned and facilitated another webinar, and planned one additional webinar. They include: <ul style="list-style-type: none"> <li>○ Canadian Packaging EPR, October 24 (139 attendees)</li> <li>○ European Packaging EPR, December 5 (141 attendees)</li> <li>○ Rethinking Recycling, March 19 (554 attendees)</li> <li>○ Should Municipalities Get Involved in the MRF Game?, June 18</li> </ul> </li> </ul>
<b>Regional Recycling Markets Committee</b>	<ul style="list-style-type: none"> <li>• Participated on monthly NERC’s Regional Recycling Markets Committee calls to remain informed and to identify how it relates to the work of NERC’s Glass Committee.</li> </ul>
<b>Fundraising</b>	<ul style="list-style-type: none"> <li>• Completed a USDA RUS proposal for increasing the collection and quality of post-consumer glass in Maine, and identifying end-markets for the material.</li> <li>• Pitched Advisory Membership to several Fall ’19 attendees and maintained communication with them.</li> </ul>

	<ul style="list-style-type: none"> <li>Continued communication with Nestle Waters that resulted in their Sustaining Advisory Membership. <ul style="list-style-type: none"> <li>Continue to scout for new Advisory Members.</li> </ul> </li> </ul>
<b>Social Media</b>	<ul style="list-style-type: none"> <li>Continued to forward potential Facebook and Twitter postings to staff.</li> <li>Posted articles to social media outlets, as appropriate.</li> </ul>
<b>NERC's Website</b>	Work with NERC's website programmer on an ongoing basis to address glitches with the Conference/Workshop webpages and necessary changes for event registration.
<b>Administrative</b>	<ul style="list-style-type: none"> <li>Completed &amp; submitted Bi-monthly.</li> <li>Completed administrative and financial tasks during Lynn's vacation or extended periods when she is out of the office:</li> </ul>

**Robert Kropp, Office Manager/Bookkeeper**

<b>Project/Activity Name</b>	<b>Activities</b>
<b>Financial &amp; Office Management</b>	<ul style="list-style-type: none"> <li>Prepared Treasurer's Report for distribution at NERC's twice-yearly board meetings.</li> <li>Produce monthly warrants for NERC, and quarterly warrants for ERCC and TPCH.</li> <li>Regular financial tasks include: monthly reporting of NERC activity; quarterly reporting of ERCC, TPCH, and all other grants and projects; monthly bank and credit card reconciliations; entering all financial transactions in QuickBooks.</li> <li>Monitor bank balances and alert Executive Director when transfers are necessary.</li> <li>Annual updating of forms such as travel reimbursement, timesheets, etc., and more frequently when necessary to do so.</li> <li>Maintain travel accounts for state members</li> </ul>
<b>Conferences</b>	<ul style="list-style-type: none"> <li>Responsible for entering Conference registrations and attendee information into Microsoft Access database.</li> <li>Manage payments by Conference attendees.</li> <li>Prepare Conference Attendees List and Attendees' Name Tags.</li> <li>Produce financial report for conferences and workshops.</li> <li>When in attendance, greet attendees upon arrival and provide additional support.</li> </ul>
<b>Social Media etc.</b>	<ul style="list-style-type: none"> <li>Responsible for updating Twitter feeds; grew number of Twitter followers to 2,090, up from 1,955 at beginning of above period.</li> <li>Responsible for updating Facebook posts; site now has 840 followers, up from 800 at beginning of above period.</li> <li>Update NERC in the News page on website.</li> </ul>
<b>Program Implementation</b>	<ul style="list-style-type: none"> <li>Assist with webinar delivery, as needed.</li> <li>Responsible for coordinating Vermont E-cycle program.</li> </ul>
<b>Writing and Editing</b>	<ul style="list-style-type: none"> <li>Contributed several New Advisory Member Spotlights to monthly bulletin.</li> <li>Writing and editing of NERC weekly blogs and other documents; provide financial analysis support for grant and project proposals.</li> </ul>



**Melissa Nadeau, Program Manager**

<b>Project</b>	<b>Activities</b>
<p><b>Toxics in Packaging Clearinghouse (TPCH)</b></p>	<p><b>Program administration</b></p> <ul style="list-style-type: none"> <li>• Manage all aspects of organization including coordination and facilitation of monthly two-hour conference calls, sub-committee and Executive Committee calls</li> <li>• Initial planning of in-person member meeting for Fall 2020</li> <li>• Work with TPCH Executive Committee members to prioritize call and meeting agendas for all member and state member only portions of calls, including the Fall annual meeting</li> <li>• Prepared &amp; distributed all call documents and coordinated 4 monthly conference calls of membership, 10+ special project subgroup calls, and 5 Executive Committee calls</li> <li>• Finalized and posted on website FY19 annual report as well as coordination of actions on FY20 annual workplan</li> <li>• In response to a screening project, TPCH sent a letter of non-compliance plus multiple follow up letters, emails and calls to one company</li> <li>• Support member state enforcement drafting a letter of non-compliance on behalf of a TPCH state member to send via their state department</li> </ul> <p><b>Outreach</b></p> <ul style="list-style-type: none"> <li>• Provided technical assistance and follow up by phone and email upon request to 14 companies/organizations (since last report) with multiple communications for many of the inquiries</li> <li>• Updated information on TPCH website on a regular basis</li> <li>• Created and sent TPCH Annual Report FY19 to 400+ interested parties on TPCH listserv</li> </ul> <p><b>Research</b></p> <ul style="list-style-type: none"> <li>• Finalizing a packaging screening project with state members</li> <li>• Coordinating updates of the TPCH model legislation as well as the website FAQ page and the Sample Certificate of Compliance</li> </ul>